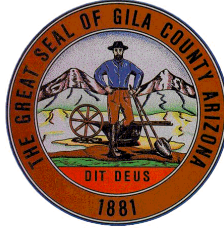


1400 E. Ash St  
Globe, AZ 85501  
(928)425-3231 -- (928) 425-9270  
TDD: 711  
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**Kaycee Stratton**  
Chief Deputy Recorder

## **Sadie Jo Bingham**

Gila County Recorder

### **Gila County Recorder's Election and Voter Registration Charges and How to Request Information**

To receive a list of voters or to hold an Election in Gila County, the following procedures must be followed:

1. Arizona Revised Statutes (ARS) §16-168.E states in pertinent part: "Information derived from[voter] registration forms may be used only for purposes relating to political or political party activity, a political campaign or an election and may not be used for a commercial purpose as defined in section 39-121.03. The sale of information derived from registration forms to a candidate or a registered political committee for a use specifically authorized by this subsection does not constitute use for a commercial purpose"
2. A Gila County Affidavit of Intended Use Form (page 4) and a Request for Information Form (page 5) must be completed and signed by the candidate or registered committee chairperson and submitted to the Gila County Recorder's Office. A registered political committee must submit a copy of the Statement of Organization on file with the appropriate authority, disclosing the name of the committee officers; or provide the Federal PAC ID number.
3. ARS §16-168.E states that the fees for such information shall be: "five cents for each name appearing on the register for a printed list and one cent for each name for an electronic data medium". Other charges may apply per the Gila County Recorder's Charges (page 3).

4. Cash, money order or check payable to the Gila County Recorder's Office for at least ½ the fees must be submitted by the candidate or committee at the time the Request for Information is submitted to the Gila County Recorder's Office. To determine the necessary fees, go to the Voter Totals by District or the Voter Totals by Precinct page on the Gila County Recorder's website ([www.gilacountyaz.gov](http://www.gilacountyaz.gov)). These pages will give you the number of voters in the desired area. If you are unable to locate the total number of voters you need please call the Gila County Recorder's Office at (928)402-8735 or 800-291-4452.
5. ARS §16.168.E states that the county recorder, on a request for an authorized use, shall produce the information within thirty days from the receipt of the request. The Gila County Recorder's Office will provide the information to the requesting party as soon as practicable within the thirty-day timeframe, taking into consideration election activities and other statutory deadlines.
6. For the Gila County Recorder's Office to conduct or help with a jurisdiction election an Intergovernmental Agreement for Election Services (page 7-9) and a Jurisdiction Menu of Services (page 10-12) must be completed 120 days before the election. The Intergovernmental Agreement for Election Services will only need to be filled out once and signed by all parties conducting the Election (Jurisdiction, Board of Supervisor and Attorneys). A Jurisdiction Menu of Service must be completed 120 days before each election.
7. Early Voting Lists are available weekly. The list will be available every Thursday during the election.
8. For further information, please call the Gila County Recorder's Office at (928)402-8735 or 800-291-4452.

## **Gila County Recorder's Charges**

### **All Mail Out Elections**

Early Ballot Processing	\$3.50 per voter*
Signature Verification	\$0.50 per signature
Provisional Ballots	\$4.00 each
Replacement Ballots – By mail	\$2.50 each
Replacement Ballots – at a location	\$1.25 each
Overtime Hours	\$25.50 per hour
Signature Rosters – 3 Registers & 1 Roster	\$0.05 per name \$0.20 per page \$15.00 per set
Out of County Verification	\$1.00 per voter

### **Consolidated Elections – (Polling Place Elections)**

Consolidated Election Participation Fee	\$1.15 per voter**
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### **Voter Registration**

Printed List	\$0.05 per name \$0.20 per page \$0.10 per label
Electronic List	\$0.01 per name \$3.00 per CD-ROM
Special Report/Special Request	Actual Cost

### **Other Charges**

Petition Signature Verification	\$3.00 per signature
Copying Fee – Includes Redaction of Confidential Date	\$1.00 per page
Certification of Voter Registration	\$4.00 per certification
Early Voting List	\$20.00 per list

\*Includes postage fees for both the mailing of the ballot and the return mail of the voted ballot. Postage rate hikes imposed by the United States Postal Service which take effect after the effective date of this Fee schedule may result in a fee increase in the same amount.

\*\*Consolidated Election Participation Fee includes the mailing of the 90 day notice, mailing of the Permanent Early Voting List, Return of ballots and polling place history.

## **AFFIDAVIT OF INTENDED USE**

I, \_\_\_\_\_, acting as agent  
for \_\_\_\_\_. At an address of  
\_\_\_\_\_, do hereby swear

or affirm that the voter's name I wish to purchase from the Gila County Recorder's Office will be  
used in accordance with Arizona Revised Statutes (ARS) §16-168.E states in pertinent part:

"Information derived from[voter] registration forms may be used only for purposes relating to  
political or political party activity, a political campaign or an election and may not be used for a  
commercial purpose as defined in section 39-121.03. The sale of information derived from  
registration forms to a candidate or a registered political committee for a use specifically  
authorized by this subsection does not constitute use for a commercial purpose"

The purpose for which the voters' names will be used:

---

---

---

---

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title or in what capacity

\_\_\_\_\_  
Political Committee Name

OFFICE USE ONLY:

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

## **REQUEST FOR INFORMATION**

**Please fill out the form completely and check the information you are requesting below.**

Request Made By: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

**Method of Delivery:**

Pick-Up \_\_\_\_\_ Mail \_\_\_\_\_ E-mail \_\_\_\_\_ Fax \_\_\_\_\_

**Format:**

Paper \_\_\_\_\_ CD \_\_\_\_\_ Labels \_\_\_\_\_

**Early Voting List:**

One Time Request \_\_\_\_\_ Weekly \_\_\_\_\_

**Voter Status:**

Active \_\_\_\_\_ Inactive \_\_\_\_\_

**Voter History (only the last 4 election):**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Party Affiliation:**

All Parties \_\_\_\_\_ Americans Elect \_\_\_\_\_ Democrat \_\_\_\_\_

Green \_\_\_\_\_ Independent \_\_\_\_\_ Libertarian \_\_\_\_\_

Other \_\_\_\_\_ Party Not designated \_\_\_\_\_ Republican \_\_\_\_\_

**County/Precinct/Jurisdiction/District:**

County \_\_\_\_\_ \*Precinct \_\_\_\_\_ \*Jurisdiction/District \_\_\_\_\_

\*Please specify what precinct(s) and/or what jurisdiction(s)/district(s) you are requesting (for a complete list of precinct and district please see page 6):

\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY:**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Payment: Check \_\_\_\_\_ Cash \_\_\_\_\_ Money Order \_\_\_\_\_

Total Amount: \_\_\_\_\_ Estimated Delivery Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Amount Due: \_\_\_\_\_

## Precinct & Districts

### Precincts:

- Globe #1 100
- Globe #2 105
- Globe #3 110
- Globe #4 115
- Globe #6 120
- Globe #7 125
- Globe #8 130
- Globe #11 135
- East Globe 140
- Miami #1 150
- Miami #3 155
- Claypool #1 160
- Claypool #2 165
- Claypool #3 170
- Central Heights 175
- Pinal Creek 180
- Wheatfields 185
- Payson #1 200
- Payson #2 205
- Payson #3 210
- Payson #4 215
- Payson #5 220
- Payson #6 225
- Payson #7 230
- Payson #8 235
- Star Valley 240
- Copper Basin 300
- Gisela 305
- Pine-Strawberry East 310
- Pine-Strawberry West 315
- Roosevelt 320
- Sierra Ancha 325
- Tonto Basin 330
- Whispering Pines 335
- Young 340
- Zane Grey 345
- Canyon Day 400
- Carrizo 405
- San Carlos 410

### Congressional

- District 1
- District 4

### Legislative

- District 6
- District 7
- District 8

### Supervisor

- District 1
- District 2
- District 3

### College

- District 1
- District 2
- District 3
- District 4
- District 5

### City/Town

- Globe
  - Dist. 1
  - Dist. 2
  - Dist. 3
  - Dist. 4
  - Dist. 5
  - Dist. 6
- Hayden
- Miami
- Payson
- Star Valley
- Winkelman

### Electrical

- Apache Hills
- Central Heights/CCM
- Claypool Lower Miami
- East Verde Park
- Miami Gardens
- Pine

### Fire

- Beaver Valley
- Christopher Kohls
- Canyon
- East Verde
- Gisela
- Hellsgate

- Houston Mesa
- Pine-Strawberry
- Pleasant Valley
- Round Valley
- Tonto Basin
- Tri-City
- Whispering Pines

### Joint Tech

- CIVIT
- NAVIT

### Justice of the Peace

- Northern
- Southern

### Sanitary

- Northern Gila County
- Tri-City
- Strawberry Hollow

### School

- Globe
- Hayden/Winkelman
- Miami
- Payson
- Pine
- San Carlos
- Tonto Basin
- Whiteriver
- Young

### Water

- Alhambra
- Beaver Valley
- Canyon
- Pine Creek
- Pine-Strawberry
- Pine Water Assoc.
- Rim Trail
- Solitude Trails
- Sunflower Mesa
- Tonto Village
- Whispering Pines

**This is an example of the IGA. Please contact the Gila County Recorder's Office to discuss the IGA.**

## INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES

WHEREAS, the County of Gila has a comprehensive voting system and certified Elections Officials; and  
WHEREAS, the \_\_\_\_\_ seeks Gila County assistance in the conduct of elections; and  
WHEREAS, it is good public policy and benefits the citizens of Gila County and is the purpose of this Agreement to make available to any City, Town, School District, or Special Election Jurisdiction within the limits of Gila County the services already in existence;  
NOW THEREFORE IT IS AGREED by and between the County of Gila, hereinafter called the "County", through the agency of the Gila County Recorder and the Gila County Department of Elections, and the \_\_\_\_\_ hereinafter called the "Jurisdiction," pursuant to ARS §16-172, 16-205 and §11-951 et seq., an agreement follows:

### I. The County shall:

- a. Provide the services related to each election which are offered on the current Gila County, Arizona Jurisdiction Menu of Services, hereinafter Menu, and which are requested by the Jurisdiction as indicated on the Menu;
- b. Make available support services, ballots, voting equipment, voting equipment, precinct supplies, and such other election materials and services as may be required for proper conduct of elections as agreed by the parties;
- c. To the extent the County determines it is able, provide personnel necessary to effectively administer an election as agreed by the parties;
- d. Furnish election administrative materials, which have been prepared for County elections, to the jurisdiction as agreed by the parties;
- e. Conduct early balloting and election functions at the polls as agreed by the parties.

### II. The Jurisdiction shall:

- a. Submit to the County Recorder a completed Menu indicating which election services Jurisdiction is requesting the County to perform for each election. At least 150 calendar days prior to the election.
- b. Reimburse the County for costs as noted in the Menu for each election where services are requested by the Jurisdiction. Such costs shall include election materials, postage, supplies and equipment and/or personnel or any other service required in direct support of the Jurisdiction Elections;
- c. Notify the County Recorder to arrange verification of signatures on Early Voting Requests and ballots to be verified;
- d. Be responsible for the security of all ballots tabulated by officials and vendors other than the County and ensure that election functions performed by the Jurisdiction or its outside vendors comply with applicable law and regulations of the Secretary of State;
- e. Comply with County restrictions on use and dissemination of voter information and ensure use of voter registration information for Jurisdiction's election purposes is as authorized by Arizona Revised Statutes, Title 16, Section 168;
- f. Provide, Gila County with notification of preclearance requests made under Section 5 of the Voting Rights Act or request the County prepare preclearance requests to the Department of Justice for elections as necessary.
- g. Provide a list of inactive voters who voted or allow the Gila County Recorder to scan jurisdiction's rosters for inactive voters who voted following a jurisdictional election, for the purpose of re-establishing the inactive voter to active status, and for updating the County's voter registration files to reflect address and other registration changes requested by voters;

- h. Be responsible for the creation, translation, printing and mailing of all publicity pamphlets;
- i. Reimburse the County for any costs associated with damage or repair of election equipment which may occur while such election equipment is in the possession of the Jurisdiction.

III. The County and the Jurisdiction mutually covenant and agree:

- a. The Jurisdiction will be responsible for all submissions required under Section 5 of the Voting Rights Act to the Department of Justice;
- b. Charges for printing of ballot pages, sample ballots, ballot labels, or any other items commercially produced will be billed directly to the Jurisdiction by the commercial vendor providing such services, unless alternate arrangements are agreed to in a Service Menu to be completed for each election;
- c. Separate invoices may be submitted to the Jurisdiction by the Gila County Recorder's Office and the Gila County Department of Elections;
- d. Each party is responsible to finance and maintain a budget for its respective responsibilities and obligations under this agreement;
- e. Each party will use its personnel, property, and resources for accomplishing its respective obligations under this agreement;
- f. Each party will maintain its respective property after termination of this agreement and will eventually dispose of any elections materials used under this agreement in a manner provided for by state and federal law. In the event conflict arises between the County and Jurisdiction over the use of voting equipment, vote tallying equipment or County personnel, the County will have priority usage. The County agrees to make every effort to reconcile conflicts and make reasonable provisions with the Jurisdiction so neither party will suffer as a consequence of conflict;
- g. This contract will continue in full force and effect from year to year, without renewal, subject to cancellation for the immediate calendar year by either party not later than December 1 of any year;
- h. This contract shall become effective from and after the date of its execution by the governing bodies of both the County and the Jurisdiction;
- i. In the event of termination any real or personal property belonging to either party and furnished pursuant to this Agreement shall be returned to the furnishing party;
- j. This Agreement may be canceled pursuant to the provisions of ARS §38-511 which are incorporated into this agreement by this reference.

IV. The parties understand and agree that the Gila County Recorder's office is responsible for voter registration, mailing of ballots, signature rosters, registers, 120-day notices, and signature verification of ballots. The Gila County Department of Elections is responsible for Department of Justice preclearance of elections, election equipment, election staffing and training, ballot layout, ballot printing, ballot processing, and ballot tabulation, and reporting. Services will only be provided as agreed to in the Service Menu to be completed for each election.

V. By signing this agreement the Jurisdiction agrees to indemnify and hold harmless the County from any claims resulting from the County participating in the election and agrees to the terms specified in the agreement.



Continued - Intergovernmental Agreement for Election Services

Signed this \_\_\_\_ day of \_\_\_\_\_, 2012

GILA COUNTY BOARD OF SUPERVISORS

(JURISDICTION NAME)

\_\_\_\_\_  
Michael Pastor  
Chairman

\_\_\_\_\_  
(Name of Authorized)  
(Title of Official)

ATTEST

APPROVED AS TO FORM

\_\_\_\_\_  
Marian Sheppard  
Deputy Clerk of the Board

\_\_\_\_\_  
(Name of Attorney for the Jurisdiction)

APPROVED AS TO FORM

\_\_\_\_\_  
Bryan B. Chambers  
Chief Deputy County Attorney

**This is an example of the Menu of Services. Please contact the Gila County Recorder's Office to discuss the Menu of Services.**

<b><i>The Jurisdiction is responsible for meeting with BOTH the Gila County Recorder AND the Gila County Department of Elections Director to complete this Menu of Services for each election</i></b>									
Jurisdiction Name									
Election Title					Election Date				
Last Day to Register					No. Registered Voters				
Primary Contact									
Work Phone					Email				
Cell Phone					Fax				
Home Phone					Alternate No.				
Secondary Contact									
Work Phone					Email				
Cell Phone					Fax				
Home Phone					Alternate				
Attorney Contact									
Work Phone					Email				
Cell Phone					Fax				
Home Phone					Alternate No.				
Candidates? (If Yes, complete section below)					Yes	No			
Offices to be Elected:					Number to Elect				
1									
2									
3									
4									
5									
6									
Last Day for Candidate Filing									
Ballot Question? (If Yes, complete section below by identifying type and number of measures)					Yes	No			

Copy of action calling election attached?	Yes	No	
Meeting minutes, resolution, notice of election, etc. If not attached, enter date when information will be sent.	Due Date		
Logic and Accuracy Tests will be performed by the Gila County Department of Elections at 5515 S Apache Ave, Globe, AZ on (Enter Date)	Date		
Ballot layout information including candidate names and ballot question text must be provided to the Gila County Department of Elections by the Jurisdiction no later than 5:00 pm 90 days prior to the election (Enter Date)	Due Date		
Gila County Department of Elections shall email "Unofficial Early Results" to the Jurisdiction on election night shortly after 8:00 pm. Ballot Tabulation shall be reported to Jurisdiction by (Enter Date)	Due Date		
Storage and Retention. All materials related to the election including signature rosters, voted ballots, official envelopes, early ballots, etc. are the property of the Jurisdiction. County shall return materials via (Select Which Method is Preferred)	Mail	Pick-up	Delivery
<b>Indicate with an "X" Services to be Performed by the County</b>	<b>YES</b>	<b>NO</b>	<b>Cost</b>
Consolidated Election Participation Fee per voter			Recorder \$1.15
Early Ballot Processing			Recorder \$3.50
Early Ballot Signature Verification per Signature			Recorder \$0.50
Out of County Signature Verification			Recorder \$1.00
Provisional Ballot Verification per ballot			Recorder \$4.00
Petition Signature Verification per Signature			Recorder \$3.00
Voter Registration or other Voter Lists:			Recorder
Printed per Name			Recorder \$0.05
Paper			Recorder \$0.20
Electronic per Name Plus Cost of Media			Recorder \$0.01
CD per CD-Rom			Recorder \$3.00
Mailing Labels per Name			Recorder \$0.10
Registers/Rosters per Name			Recorder \$0.05
Roster Paper			Recorder \$0.20
Registers/Rosters per Set			Recorder \$15.00
US Dept of Justice Pre-Clearance (if Jurisdiction desires the County to create)			Elections \$25.00/hour
Basic Fee for Service per Registered Voter (Special or Not Consolidated)			Elections \$1.50
Basic Fee for Service per Registered Voter (Consolidated Election)			Elections \$0.50
Ballot Question per Question			Elections \$100.00
Sample Ballot Creation			Elections Actual Cost
Sample Ballot Mailing			Elections Actual Cost
Ballot Layout and Printing			Elections Actual Cost
Recruit and Train Election Workers			Elections \$17.00/hour

Accu-Vote Ballot Scanner Price per Unit			Elections	\$25.00
Touchscreen Unit Price per Unit			Elections	\$25.00
Memory Card Price per Card			Elections	\$25.00
County Personnel Labor Rate			Recorder and Elections	\$17.00/hour
County Personnel Overtime Labor Rate			Recorder and Elections	\$25.50/hour
Temporary Early Board or Other Worker Rate			Elections	Min. Wage (Currently \$7.65/hour)
Mileage Reimbursement			Recorder and Elections	County Rate (Currently \$0.51/mile)
Postage			Recorder and Elections	Actual Cost
Written Spanish Translation			Recorder and Elections	Actual Cost
Ballot Box (Price per Box)			Recorder and Elections	\$25.00
Additional Services (as requested by the Jurisdiction) will be billed at actual cost. Such services may include consulting fees, fees, reports, computer programming, etc.			Recorder and Elections	Actual Cost
Additional Services Requested (Specify)				
<b>Estimated Cost of Elections</b>		Date		
Gila County Recorder				
Gila County Department of Elections				
Jurisdiction Authorized Signature				
			Date	